

# Student Union Reservable Location Descriptions

## Student Union Theater

The Theater is located on the first floor of the Student Union directly to the left upon entering the main entrance. The Theater can accommodate 330 audience attendees, 4 handicap locations, and provides a stationary stage at the front. The Theater is stocked with state of the art audio visual equipment available for event usage based on requests. Request of the Theater reserves the Theater Lobby automatically. The Lobby can provide a location for registration, reception or displays for your requested event. The Theater is an excellent space to host speakers, movies, small musical performances, etc.

**Audio Visual Equipment Available in the Theater:** LCD Projector, Laptop, Screen, DVD, Blu Ray, VCR, TV/FM Tuner, CD Player, Dry Erase Board, Microphone (stationary or wireless), Podium & Lighting System.

**Furnishings Available in the Theater:** Two stools are available to set up on stage for performers. Four tables and 8 chairs are available to be requested for set up in the Theater Lobby

**Set Up Styles Available:**

Theater: Theater Style

Lobby: Display, Registration & Reception

## Student Union Game Room

Located on the first floor of the Student Union is the new Game Room. The game room is only able to be requested for an event location under special circumstances and must receive approval from Student Life. The Student Union Game Room will include four pool tables, two table tennis tables, board and card games, and a variety of video gaming systems that can be played on the big screen T.V. in the station lounge. The Union Station will offer a great atmosphere where students can take a break from class and relax with friends and fellow students.

No Audio Visual Equipment or Furnishings are provided in the Game Room.

## Student Union Display Tables A & B

Located on the second floor of the Student Union are two stationary tables which unfold from the wall. These tables can be requested for use as display tables, registration tables or informational tables. The two tables are the only locations that can be set up as free-standing locations and not associated with a particular room.

No Audio Visual Equipment or Furnishings are provided for the Display tables.

## Student Union Conference Rooms 1 & 2

There are two identical conference rooms located to the right and left directly off of the main staircase on the third floor. In each conference room is a stationary conference table which allows 10 to sit comfortably around the table. There are always 10 extra chairs located around the perimeter of each room. Each room also contains a stationary credenza and dry erase board. The credenza can be used for displays or for food provided by Catering Services. Each conference room supports its own audio visual equipment. Conference Rooms 1 & 2 are great locations to host small meetings for your organization.

**Audio Visual Equipment Available in Conference 1 & 2:** LCD Projector, Screen, Laptop, Podium (Floor or Table Top), DVD, Dry Erase Board, TV/VCR/DVD Combo, & Overhead Projector.

**Furnishings Available in Conference 1 & 2:** Stationary Conference Table, 10 Rolling Chairs, 10 Stationary Chairs, & Credenza (All equipment is stationary in Conference 1 & 2).

**Set Up Styles Available:**

Conference Room 1 & 2: Conference Style

## Student Union Heritage Conference Room

The Heritage Conference room is located directly off the main staircase on the third floor of the Student Union. The Heritage Conference Room is an upscale conference room that is only available by special request. The Heritage Conference room should be requested only for events that involve campus or community dignitaries. The Heritage Conference room contains a stationary conference table that can seat 20 and has 8 extra chairs along the wall. The Heritage Conference room has a dry erase board and a stationary credenza. The Heritage Conference room is the perfect location to request if hosting a meeting with political, campus or community dignitaries.

**Audio Visual Equipment Available in Heritage Conference Room:** LCD Projector, Screen, Laptop, Podium (Floor or Table Top), DVD, Dry Erase Board, TV/VCR/DVD Combo, & Overhead Projector.

**Furnishings Available in Heritage Conference Room:** Stationary Conference Table, 20 Rolling Chairs, 8 Stationary Chairs, & Credenza (All equipment is stationary in Heritage Conference Room).

**Set Up Styles Available:**

Heritage Conference Room: Conference Style

## **Student Union Meeting Room 1 A & B**

Meeting Room 1 A & B is located on the third floor of the Student Union and is able to be divided into two separate meeting locations. When the divider wall is closed, Meeting Room 1 A is the larger of the two locations. Once the divider wall is closed Meeting Room 1 B is only available to be set up in a small classroom set up or auditorium style. The Meeting Room 1 A & B has one credenza located near the main entrance of the room, which can be used for displays or food provided by Catering Services. There are 2 stationary dry erase boards located at the front and back of the room. Meeting Room 1 A & B is an ideal place to hold a medium sized banquet, an informational session, a speaker, or a meeting that is not able to be accommodated in either Conference Rooms.

**Audio Visual Equipment Available in Meeting Room 1 A & B:** LCD Projector, Screen, Laptop, Podium (Floor or Table Top), DVD, Dry Erase Board (stationary), Stationary Microphone, TV/VCR/DVD Combo, & Overhead Projector.

**Furnishings Available in Meeting Room 1 A & B:** Training Tables, Round Tables, Chairs & Credenza (stationary).

**Set Up Styles Available:**

Meeting Room 1 A & B: Banquet (80), Auditorium (100), Classroom (60), Open Square (48), U-Shape (42) & Reception (48)

Meeting Room 1 A: Banquet (56), Auditorium (70), Classroom (42), Open Square (36), U-Shape (30) & Reception (80)

Meeting Room 1 B: Classroom (12) & Auditorium (30)

## **Student Union Meeting Room 2**

Meeting Room 2 is located on the third floor of the Student Union between the Heritage Conference Room and Ballroom. Meeting Room 2 is an ideal location for a small classroom layout or general meeting. Meeting Room 2 has a stationary credenza located at the back of the room and a stationary dry erase board at the front of the room.

**Audio Visual Equipment Available in Meeting Room 2:** LCD Projector, Screen, Laptop, Podium (Floor or Table Top), DVD, Dry Erase Board (stationary), TV/VCR/DVD Combo & Overhead Projector.

**Furnishings Available in Meeting Room 2:** Training Tables, Round Tables, Chairs & Credenza (stationary)

**Set Up Styles Available:**

Meeting Room 2: Auditorium (50) & Classroom (20)

## **Student Union Ballroom**

The Student Union Ballroom is one of the central focal points of the Student Union. The Ballroom is a large room that can house almost any event that can be thought of such as conferences, orientations, dances, dinners, exhibits, informational fairs, etc. The ballroom can be divided into three separate locations that are comparable in size. Request of the entire Ballroom also reserves the Ballroom Prefunction Area. The Prefunction area is a location where attendees can check in, view displays for your event, etc. Located at the east end of the Prefunction area is a baby grand piano that is available upon request. The Prefunction area is not able to be reserved alone. The Ballroom is a perfect location to hold any large-scale event. The ballroom is the only location where a mobile stage or dance floor can be set up for an event.

**Audio Visual Equipment Available in Ballrooms:** LCD Projector, Screen, Laptop, Podium (Floor or Table Top), DVD, Dry Erase Board (portable), TV/VCR/DVD Combo & Overhead Projector.

**Furnishings Available in Ballrooms:** Training Tables, Round Tables, Chairs, Stage & Dance Floor.

**Set Up Style Available**

Ballrooms: Banquet, Auditorium, Classroom, Open Square, U-Shape & Reception

Prefunction: Display, Registration, & Reception

**\*\*Capacities of Ballrooms depend on which are requested\*\***